



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation
No 350-14

03 June 2003

Training
TASKINGS

Summary. This regulation sets policies and procedures, assigns responsibilities, and provides guidance for taskings on Fort Leonard Wood, Missouri.

Applicability. This regulation applies to all United States Army Training and Doctrine Command (TRADOC), Northwest Regional Organization (NWRO), United States Army Forces Command (FORSCOM), and tenant units on Fort Leonard Wood, Missouri.

Supplementation. Prohibited without prior approval by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW).

Suggested Improvements. The proponent of this regulation is the G3/Directorate of Plans, Training, and Mobilization (DPTM) referred to as the G3 throughout this regulation. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN & FLW, ATTN: ATZT-PTM-PP, Fort Leonard Wood, Missouri 65473.

FOR THE COMMANDER:



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Contents

Paragraph 1. Purpose	2
Paragraph 2. References	2
Paragraph 3. Explanation of Acronyms and Abbreviations	2
Paragraph 4. General	2
Paragraph 5. Responsibilities	2
Paragraph 6. Procedures	2
Appendix A. References and Forms	3
Glossary	4

1. Purpose. To provide policies, responsibilities, and procedures for tasking all assigned, attached, or supporting units on Fort Leonard Wood.

2. References. Required references and forms are provided in Appendix A.

3. Glossary. Explanation of acronyms and abbreviations are at the end of this regulation.

4. General.

a. HQ, MANSCEN will support requests for assistance within its capabilities, resources, and mission requirements. The intent is to not task a unit or organization inside their near-term training management window.

b. Taskings are all requests for support of personnel and/or equipment from higher headquarters, the installation staff, major subordinate commands (MSCs), and other agencies from Fort Leonard Wood. For the purpose of this regulation, an MSC is one of the three schools, 3d Basic Combat Training Brigade, MANSCEN Noncommissioned Officer Academy (MNCOA), and the Garrison Command. Taskings do not include:

(1) Post details (see FLW Reg 210-23).

(2) Table of distribution and allowances (TDA) augmentation (see AR 570-4).

(3) Support from Equipment Concentration Site (ECS) 66 or from the Transportation Motor Pool (TMP).

(4) Executive Services requirements.

c. Recurring taskings requirements, popularly known as "housekeeping" taskings, are captured on the installation reoccurring tasking matrix. The G3 Central Taskings Office (CTO) will send this matrix to all Commanders/Directors and their S3/operations offices via email no later than 30 September each year. It is also published with the Command Training Guidance (CTG) each year. Requests for changes, additions, and/or deletions to the matrix will be coordinated with the G3.

d. When tasked, direct coordination between the tasked unit and the requesting organization is authorized and expected.

5. Responsibilities.

a. Chief of Staff (CoS).

(1) Approval authority for all tasking requests inside a three-week window.

(2) Arbitrates request for relief (reclamas) not resolved by the G3.

(3) Coordinates taskings requiring senior personnel, LTC/CSM/GS-13 or above, with MANSCEN staff and MSCs.

b. G3.

(1) Oversees the tasking process on Fort Leonard Wood.

(2) Approval authority for all tasking requests inside a 45 working day window.

(3) Arbitrates reclamas processed through the CTO.

c. G3, Central Taskings Office (CTO).

(1) Operates as the single point of contact (POC) for all taskings on Fort Leonard Wood.

(2) Approval authority for all taskings requests outside and up to 45 working days prior to execution. During times of deployment and mobilization, installation crisis as defined in the Fort Leonard Wood Emergency Operations Plan (EOP), or other situations or projects defined by the G3 or the Command Group, the CTO has verbal tasking authority by order of the Commanding General. Investigations, line of duty, survey, and casualty notification officers, VIP escorts and drivers required by Executive Services, taskings and deployments from higher headquarters (TRADOC, FORSCOM, or Installation Management Activity (IMA)) are also exempt from the approval authority windows.

(3) Acts on all valid requests within three working days or less.

(4) Verifies pre-coordinated requests and assigns tasking numbers.

(5) Maintains tasking records to ensure that each MSC receives an equitable share of all taskings. Provides monthly briefings of the status of taskings at the G3/S3 conference and any other forums and meetings, as required.

(6) Reviews and makes recommendations on taskings and reclamas to the G3.

d. Military Personnel Office (MILPO).

(1) Upon request, provides CTO personnel roster (personnel rollup) by unit, activity, grade, MOS, or skill to assist in finding support requirements.

(2) Provides CTO with a monthly data query update of the number of personnel assigned to major subordinate commands by rank and MOS.

e. Director of Logistics (DOL). Upon request, provides CTO with equipment roster (equipment rollup) by unit, activity, or type of equipment to assist in finding support requirements. Assists CTO in seeking source of supply as necessary.

6. Procedures. The CTO will only accept tasking requests via email to this address: flweoc@wood.army.mil. Route all tasking message traffic through the CTO.

a. Requesting organizations. Must provide the following information to the CTO:

(1) What, where, when, why, and how long support is needed.

(2) What transportation is required, if any.

(3) What provisions are being provided for meals, if any.

(4) Who, where, and when the supporting unit should report.

(5) Source of funding to cover costs, if any, by the supporting organization.

(6) Rank/MOS and how many personnel and/or pieces of equipment are needed. State any special qualifications required.

b. CTO actions. CTO will normally accept requests for support from TRADOC, FORSCOM, and Northwest Regional Office (NWRO) of the Installation Management Activity (IMA). After receipt, the taskings will be sent to MSCs. The following tasking procedures will apply:

(1) Personnel Taskings. The CTO evaluates the requirement, scrubs the personnel rollup, and eliminates all non-available personnel. To prevent over-tasking an organization, the CTO will identify previous taskings to ensure equity across the installation. CTO will then e-mail the tasking, with the

scrubbed matrix attached, to the operations office of the supporting organization.

(a) CONUS. CONUS taskings are mission and asset driven and are processed within three days of receipt. The date of the e-mail message is the tasking date. The tasked organization is responsible for complying with the tasking and/or providing justification statements for reclaims back to the CTO. Justification statements to support reclaims will be returned to the CTO with a standard name line (SNL) by the annotated suspense date on the tasking.

(b) OCONUS. OCONUS taskings are highly volatile and time sensitive. The CTO will establish suspense dates, which can be the same day the tasking is received. The intent is to notify affected individuals as early as possible in order to initiate soldier readiness processing (SRP), central issue facility (CIF) appointments, anti-terrorism and force protection briefings, passport processing, etc., immediately.

(2) Equipment Taskings. The CTO office will coordinate with the supporting organization and/or DOL to ensure the resources are available prior to issuing the tasking. Property Book Officers will provide, upon request, listings of equipment for review by the CTO.

c. Supporting (tasked) organizations.

(1) Submit the selected individual's SNL to the CTO on or before the assigned suspense date, regardless of any reclama submission.

(2) Establish a POC for the tasking. Notify CTO and supported organization of the name and phone number. Direct coordination with supported organization is encouraged.

(3) Submit requests for relief within five working days of receipt of a tasking or as annotated by the suspense date set by the CTO.

(4) Prepare DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to support a tasking requiring travel and forward to CTO for review. Forward a copy of the approved TDY orders to CTO on or before the suspense date.

(5) Brief personnel on provisions of FLW Reg 350-6 prior to any tasking mission that involves contact with initial entry training (IET) soldiers.

(6) The tasked unit, organization, or activity is responsible for its completion of the tasking unless officially relieved by the CTO.

d. Tasking restrictions.

(1) HQ, FORSCOM taskings are filled using FORSCOM assets, when possible. HQ, TRADOC taskings are filled using TRADOC assets, when possible. At no time will Major Army Command (MACOM) taskings cross support the other MACOM without approval of the MACOM and the MSC. The CTO will coordinate the approval process.

(2) HQ, Medical Command (MEDCOM) must approve tasking for MEDCOM assets which removes them from the Fort Leonard Wood installation.

(3) NWRO must approve taskings of Garrison Command assets external to the installation. At no time will NWRO taskings cross-support other MACOM assets. If there is a crossover requirement, the CTO will coordinate the requirement with the Chief of Staff and the Garrison Commander.

(4) 399th Army Band support. The CTO coordinates all external requests for the 399th Army Band support when not

contained in an installation operation orders (OPORD). The CTO will send a request for assessment to the band. The Band Commander will respond if they can accept the tasking or not. If accepted, the CTO issues a tasking to support. Graduation ceremony support is coordinated directly with Commander, 399th Army Band.

(5) Commandants, when tasked for branch specific personnel under their proponent, can coordinate with the MANSCEN CoS for branch personnel assigned to the MANSCEN staff or the MANSCEN CSM for branch personnel assigned to the MNCOA.

(6) To the extent possible, CTO will follow the priorities established in the CTG when selecting an organization to task. Taskings affecting Interservice Training Review Organization (ITRO) training must be coordinated with all impacted services.

(7) CTO will not task tenant units, but can request assistance within their capabilities.

e. Operation Orders (OPORDs). A designated unit or organization on the reoccurring tasking matrix normally hosts major events affecting more than one MSC or post-wide events. For such events, the OPORD is the authorized tasking document.

(1) For school proponent or directorate initiated events, the school proponent or directorate hosting the event will prepare an OPORD in accordance with field manual (FM) 101-5. For other major annual installation events, the G3 will normally prepare the OPORD. The CTO will include the requirement to prepare an OPORD in the tasking message.

(2) The responsible unit will provide an initial draft OPORD to the CTO 180 days prior to the event, identifying requirements beyond their capabilities. The CTO will forward to the OPORD to the Chief, G3 Plans, Operations, and Training Division (POTD) who will assign an action officer to assist the organization and complete the OPORD.

f. Tasking reclaims. In the event that a tasking is believed to be beyond the organization's capability, the organization will request relief from the CTO in writing. Attach SNL with reclama submission.

(1) Include impact on organization's mission. Impact must state in precise terms what missions will not happen as a result of the tasking. Statements such as "will cause a degradation in the quality of training" will not be accepted. Identify authorized, assigned, and unavailable strengths and reason, e.g., Authorized: 4, Assigned: 6, Unavailable: 3 (1-MMRB, 1-PCS, and 1-Flagged), Available: 3 (50% of assigned strength/25% of authorized strength).

(2) Return an updated matrix to justify inaccurate rollups (personnel or equipment) as appropriate.

(2) CTO will evaluate the reclama and immediately forward to the appropriate approval authority with recommendations.

(3) If the reclama is approved, CTO will e-mail a message relieving the tasked organization.

(4) If the reclama is disapproved, the original tasking stands and the unit/organization will comply with the assigned suspense(s).

Appendix A REFERENCES AND FORMS

a. Required references.

(1) AR 570-4, Manpower Management, 15 May 2000. Cited in paragraph 4b(2).

(2) FM 7-0, Training The Force, 22 October 2002.

(3) FM 101-5, Staff Organization And Operations, 31 May 1997. Cited in paragraph 6e(1).

(4) FLW 210-23, Post Details, 30 September 1988. Cited in paragraph 4b(1).

(5) FLW Emergency Operation Plan, 3 January 2003.

(6) Installation Logistics Support Plan, 4 June 1993.

b. Related references.

(1) TRADOC Regulation 614-11, Tasking Individual Support Procedures for Active Component (AC) Installations and Activities, 26 January 1999.

(2) FORSCOM Regulation 350-12, Procedures for Tasking and Support from Active Component Installation and Units, 1 Nov 94.

(3) Attachment #1, General Provisions, Intrасervice Support Agreement (ISA), #W8OYYC-92275.OO1, Cited in Part III.

(4) FLW Reg 350-6, Initial Entry (IET) Training Policies and Administration, 17 July 2002.

c. Referenced Forms.

(1) DD Form 1610, Request and Authorization for Temporary Duty Travel of Department Of Defense Personnel.

(2) FLW Form 1416, Staffing Paper.

GLOSSARY

AR
army regulation

CIF
central issue facility

CoS or C/S
Chief of Staff

CTG
common training guidance

CTO
Central Taskings Office

DD
Department of Defense

DOD
Department of Defense

DOL
Directorate of Logistics

DPTM
Directorate of Plans, Training and Mobilization (*same as G3*)

ECS
equipment concentration site

e.g.
for example

EOC
Emergency Operations Center

EOP
Emergency Operations Plan

FLW
Fort Leonard Wood

FLWEOC
Fort Leonard Wood Emergency Operations Center

FM
field manual

FORSCOM
United States Army Forces Command

HQ
Headquarters

IET
initial entry training

IMA
Installation Management Activity

ISA
Intrасervice Support Agreement; Interservice Support Agreement

ITRO
Interservice Training Review Organization

MACOM
Major Army Command

MANSCEN & FLW
United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCEN)

MEDCOM
Medical Command

MILPO
Military Personnel Office

MNCOA
MANSCEN Noncommissioned Officers Academy

MOS
military occupational specialty

MSC
Major Subordinate Command

NCOA
Noncommissioned Officers Academy

NWRO
Northwest Region Office (IMA)

OPORD
operation orders

POC
point of contact

POTD
Plans, Operations, and Training Division

Reclama
request for relief

REG

regulation

SRP
soldier readiness processing

SNL
standard name line

TDA
table of distribution and allowances

TDY
temporary duty

TMP
transportation motor pool

TRADOC
United States Army Training and Doctrine Command

VIP
very important person